

## Maintain Social Security Number

PA30

### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
08/30/05	Ned Bedinger	Created.
9/1/05	Teresa Dillon	SME Review
9/6/05	Chylynn Hansel	Edits
9/6/05		Internal Review
11/18/05	Chylynn Hansel	Edits

### Purpose

Use this procedure to change the Social Security Number.

### Trigger

Perform this procedure when the employee's Social Security Number has changed due to a number of reasons.

### Prerequisites

The new Social Security card has been verified by Human Resources staff.

### Menu Path










Human Resources → Personnel Management → Administration → HR Master Data → Maintain

### Transaction Code

**PA30**

### Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.


## Procedure



1. Start the transaction using the above menu path or transaction code **PA30**.

### Maintain HR Master Data

2. Complete the following field:

Field Name	R/O/C	Description
Personnel no.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. <b>Example:</b> 20000423


3. Click  (Enter) to validate the information.

4. Click the gray box to the left of  to select.
5. Click  (Copy) to copy and continue.

## Copy Personal Data (0002)

6. As required, complete the following fields:

Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. <b>Example:</b> 05/06/05
SSN	R	This is a 9 digit number assigned by the Social Security Administration. <b>Example:</b> 111-10-1258


7. Click  (Enter) to validate the information.

## Copy Personal Data (0002)

Personnel No. 20000423 Name Test Mary  
PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent  
PSubarea 0001 Non Represented EESubgroup 04 M-OT Elig>Daily Sche Status Active  
Start 05/06/2005 To 12/31/9999

**Name**  
Title  
Last name Test  
First name Mary  
Middle name  
Known As  
Suffix  
Name Test Mary

**HR data**  
SSN 111-10-1234  
Date of Birth 01/08/1969  
Gender ☒ Female ☐ Male  
Marital status Single Since

8. Click  (Save) to save.
9. You have completed this transaction.

### Result

You have changed an employee's Social Security Number.

### Comments

**Immediately**, after changing the Social Security Number in HRMS, you **must** change the Social Security Number in PAY1 on the A.01 screen because of interfaces with HRMS, PAY1, and central support agencies. Follow the PAY1 on-line help if you need instructions on how to change the Social Security Number.